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NASA Procedural Requirements

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2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: NASA Equipment Management Manual

Responsible Office: Logistics Management Division[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [AppendixA](#)
[| AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

APPENDIX E

NEMS DATA FIELDS

- a. Equipment Control Number. A record must contain the Equipment Control Number tag decal number assigned to the corresponding controlled equipment.
- b. Item Name. Each record must contain an item name, not to exceed 30 alphanumeric characters.
- c. Manufacturer's Code A 5-position alphanumeric manufacturer's code, derived from the Federal Logistics Data on CD (FEDLOG). The Center Equipment Manager is responsible for proper code cataloging.
- d. Manufacturer's Model Number. When known, each record will have a model number not to exceed 20 alphanumeric positions. The manufacturer's name plate data will be the standard used for this field. The special characters, e.g. dash (-), period (.), and slash (/), are used only when separating alpha characters from alpha or numeric characters from numeric. If there is no model number, enter the word "NONE."
- e. Manufacturer's Serial Number. When known, each record will have a manufacturer's serial number not to exceed 20 alphanumeric positions. The serial number may be entered with dashes and/or slashes. If there is no serial number, enter the word 'NONE.'
- f. Date Center Acquired. The year, month, and day that the current accountable Center, or a contractor at that Center, received or identified an item of equipment. The "Date NASA Acquired" is generated from the "Date Center Acquired" the first time an item is added to the NEMS data base.
- g. Custodian Account Number. A five-position alphanumeric number assigned for the current custodian accounts, except for offsite contractor-held records.
- h. Federal Supply Class. Within the 13-position numeric National Stock Number, each record must contain in the first four positions the appropriate 4-digit Federal Supply Class. The Federal Cataloging Handbooks, H2 series, will be used to identify and classify all equipment.
- i. Acquisition Document Control Number. Each record must contain the acquisition document control number, i.e., the purchase order number, contract number, receiving report number, or other appropriate document number.
- j. Capital/Sensitive Code. Each record must contain an appropriate 1-position alphanumeric, management identification code as follows:
 - (1) M - Capital Equipment Nonsensitive (greater than or equal to \$5,000).
 - (2) N - Noncapital Equipment-Sensitive (less than or equal to \$4,999).
 - (3) P - Capital Equipment Sensitive (greater than or equal to \$5,000).
 - (4) Q - Noncapital Nonsensitive Controlled Equipment (greater than \$1,000, but less than \$4,999).
 - (5) E - Contractor Equipment Reportable for Reutilization (GE \$1,000).
 - (6) X - Noncontrolled Equipment (includes loan in and lease in items).
- k. Acquisition Cost. Each record must contain the equipment acquisition cost. Costs are rounded to whole dollars in a 9-position numeric field. Appendix D further describes the criteria for determining acquisition cost based upon the type of receipt.

l. Year Manufactured. A 2-position numeric field for the year in which an item of equipment was manufactured. For an item acquired by purchase, the year purchased is used. For an item acquired by means other than purchase, the actual or estimated year of manufacture is used.

m. Status Code. A value is assigned relative to the availability of the item of equipment for redistribution as follows:

- (1) A - Active Assigned; item unavailable in the normal conduct of business since the item is in use.
- (2) B - Inactive Assigned; item in Center loan pool; in storage; on lease or loan out; or held by an organization for a specific, identified program or project. Items can be screened but may or may not be available for reutilization by other organizations Centers.

n. Equipment Location by Zip Code and Building. A 5-position alphanumeric field for the U.S. Postal Service zip code is used for the geographical location of an equipment item. A 10-position alphanumeric number of the building or other general location is used for equipment location.

o. Mandatory Data Elements Generated by NEMS. Three data elements are always computer generated by NEMS when a controlled equipment record is established. They are as follows:

(1) Equipment Type Account. A 4-position numeric field from 1551-1563, designating the type of equipment is assigned for financial reporting purposes. The Equipment Type Account is generated by cross reference from the Federal Supply Group Table, which uses the first two positions of the National Stock Number Federal Supply Group as the key to the table.

(2) Date NASA Acquired. A 6-position numeric date in "yy mm dd" format that is generated from the add transaction at time of initial receipt within the Agency.

(3) Acquisition Entry Reference Number. A 10-position unique computer-generated number assigned at the time an add transaction is processed, which begins the audit trail for the item. Every transaction processed in NEMS (add, change, and delete) generates an Entry Reference Number. The Entry Reference Number consists of the following:

- (a) Positions 1 - 2 - Center number (see Appendix D).
- (b) Positions 3 - 6 - Julian date (yydd format).
- (c) Positions 7 - 10 - yr, sequence number assigned to each transaction during the day, starting each day with 001.

p. Mandatory Fields for Certain Add Transactions. Four NEMS data fields become mandatory under certain conditions:

- (1) User Number. A 6-position alphanumeric code.
- (2) Condition Code. A 2-position alphanumeric code that indicates the physical condition and usability of an item of equipment.
- (3) Other Government Agency. A 2-position numeric US Treasury identification number is used when an equipment record is established as a result of a Government agency providing NASA with funds for acquiring equipment or the transfer of accountability for equipment to NASA.
- (4) Accountable Contractor. To establish an audit trail for an item of equipment (Government- furnished or contractor-acquired) for which a contractor is accountable under its contract, it is necessary to record it in NEMS by entering the contract number because this record is later deleted from the NEMS active files, pursuant to FAR 45.5 requirement that the contractor shall retain the official property record. However, the equipment record is reactivated when the equipment is returned to the Center.

[| TOC | Preface | Chapter1 | Chapter2 | Chapter3 | Chapter4 | Chapter5 | Chapter6 |](#)
[AppendixA | AppendixB | AppendixC | AppendixD | AppendixE | AppendixF | ALL |](#)

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